

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse Specialist

**GRADE:** 20

**JOB CODE:** 2126

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Provides decreasing amount of time with direct client care, but an increased amount of time serving as a primary resource person and consultant for an assigned area, such as Risk Management, OSHA, HIPAA, or Quality Assurance. Serves as a resource person for nurses, medical staff and other agency staff regarding agency, state, local and federal standards, regulations and documentation requirements for the assigned area. Requires the independent application of experienced judgment and skills. All activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

When indicated and on a limited basis, as needed, provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance.
8. Uses the PHPR as a reference guide.
9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Provides overall management and guidance to specifically assigned area.

1. Gathers information either directly by observation or indirectly through reports in order to evaluate compliance with assigned area's rules and guidelines.
2. Assures that agency and staff have needed equipment and information in order to comply with assigned area's rules and guidelines.
3. Answers questions and facilitates role as assigned area expert and consultant.
4. Anticipates potential problem situations and intervenes to offset any adverse impact.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
6. Provides advice, counsel and instruction to nurses and other staff members on both work and administrative matters pertaining to assigned area.
7. Prepares reports for assigned area, as indicated, for local or state agencies.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive client care outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates information, concerns or problems to the Supervisor I, as needed, regarding assigned area.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs.
3. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.

**JOB TITLE:** Local Health Nurse Specialist (Continued)

**JOB CODE:** 2126

4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the Nursing Supervisor or designee.

**SUPERVISION EXERCISED:** On a limited basis according to need, may supervise LHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.

**JOB TITLE:** Local Health Nurse Specialist (Continued)

**JOB CODE:** 2126

- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the Kentucky Board of Nursing (KBN) Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

**Skills:**

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- Moderate level of skill in managing work-related activities

**Abilities:**

- Ability to understand the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Two (2) years of nursing experience in the LHD; and Successfully demonstrated nursing competencies for the LHN II; and Completed all of the programmatic trainings as assigned and indicated by their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.